



★ U.S. EMPLOYMENT SERVICE ★

GENERAL APTITUDE TEST BATTERY

SCORE HIGH ON THE EMPLOYMENT SCREENING TEST
REQUIRED FOR HUNDREDS OF THOUSANDS OF JOBS

- ★ STATE EMPLOYMENT OFFICES
- ★ UNION APPRENTICESHIP PROGRAMS
- ★ PRIVATE INDUSTRY

THE UNITED STATES EMPLOYMENT SERVICE GENERAL APTITUDE TEST BATTERY

G449/W7

Arco Editorial Board



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Part I:
About the GATB

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ABOUT THE GATB

What Is the GATB?

The General Aptitude Test Battery (GATB) consists of twelve separate test sections, that, when combined, measure a total of nine different aptitudes. Vocational aptitude tests such as the GATB are designed to measure the ability to learn how to perform the duties of different jobs. Aptitude tests can help you find out what jobs would be most suitable for you, and they can also be used by employers to select persons who, by their performance on the test, have demonstrated that they have the abilities known to be related to success in a particular job or field. For example, a test that requires you to compare lists of names or numbers might be used for clerical positions. Tests of reasoning ability would be appropriate for positions requiring alert mental processes and the use of good judgment. Applicants for other kinds of jobs, such as assembling or drafting jobs, might be given dexterity tests, since these jobs require good hand-to-eye coordination. When a job requires a combination of abilities, you may have to take a number of different tests that correspond to that variety of abilities. The GATB is used both as a diagnostic test—that is, a test that tells an individual what his or her strengths or weaknesses are in relation to certain vocational aptitudes—and as a screening test that enables employers to select the most able people for the jobs those employers have available. The GATB can be used to screen candidates for 12,000 different jobs of all types, from assembly-line worker to manager.

What the GATB Tests

The GATB consists of twelve test sections, or parts, that measure nine occupational aptitudes. Each of the nine aptitudes may be measured by one or more of the test parts, and some of the test parts are used to measure more than one aptitude. The United States Employment Service has provided the following information about the GATB vocational aptitudes and the different test parts used to measure them. The name of each aptitude is underlined and followed by a letter code in parentheses that is used as an abbreviation for the aptitude. The description of the aptitude is followed by the numbers and names of the test parts that are used to measure the aptitude.

1. General Learning Ability (G)—The ability to “catch on” or understand instructions and underlying principles; the ability to reason and make judgements (measured by Part 3—Three Dimensional Space; Part 4—Vocabulary; Part 6—Arithmetic Reason).
2. Verbal Aptitude (V)—The ability to understand meanings of words and ideas associated with them and the ability to use them effectively. The ability to comprehend language, and to understand relationships between words, and to understand meanings of whole sentences and paragraphs. The ability to present information or ideas clearly (measured by Part 4—Vocabulary).
3. Numerical Aptitude (N)—Ability to perform arithmetic operations quickly and accurately (measured by Part 2—Computation; Part 6—Arithmetic Reason).

4. *Spatial Aptitude (S)*—Ability to comprehend forms in space and understand relationships of plane and solid objects. Frequently described as the ability to “visualize” objects of two or three dimensions, or think visually of geometric forms (measured by Part 3—Three Dimensional Space).
5. *Form Perception (P)*—Ability to perceive pertinent details in objects or in pictorial or graphic material. Ability to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of lines (measured by Part 5—Tool Matching; Part 7—Form Matching).
6. *Clerical Perception (Q)*—Ability to perceive pertinent detail in verbal or tabular material. Ability to observe differences in copy, to proofread words and numbers, and to avoid perceptual errors in arithmetic computation (measured by Part 1—Name Comparison).
7. *Motor Coordination (K)*—Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and swiftly (measured by Part 8—Mark Making).
8. *Finger Dexterity (F)*—Ability to move the fingers and manipulate small objects with the fingers rapidly and accurately (measured by Part 11—Assemble; Part 12—Disassemble).
9. *Manual Dexterity (M)*—Ability to move the hands easily and skillfully. Ability to work with the hands in placing and turning motions (measured by Parts 9—Place; Part 10—Turn).

The twelve GATB test parts, in numerical order, are:

- Part 1: Name Comparison
- Part 2: Computation
- Part 3: Three Dimensional Space
- Part 4: Vocabulary
- Part 5: Tool Matching
- Part 6: Arithmetic Reasoning
- Part 7: Form Matching
- Part 8: Mark Making
- Part 9: Place
- Part 10: Turn
- Part 11: Assemble
- Part 12: Disassemble

The first seven aptitudes are measured by paper-and-pencil tests. Finger dexterity (F) and Manual Dexterity (M), however, are measured by performance tests—that is, they require you to place and turn items in a peg board and assemble and disassemble items. The performance test parts are Parts 9, 10, 11, and 12.

Who Takes the GATB

The GATB was developed by the United States Employment Service (USES), which is a division of the Department of Labor. It is administered by the local offices of state employment services, schools, and employment and training organizations. It is even used in some foreign countries. More than one and one-half million people take the GATB each year.

Since the GATB has several different uses, not everyone takes it for the same reason. One of the GATB's uses is as a guidance tool to help individuals choose a career field. Many people who go to local job centers or other organizations for career counseling are asked to take the GATB to help identify their vocational strengths and weaknesses; the GATB provides a profile of their aptitudes. Based partly on the results of the GATB, a career counselor can suggest fields in which the test-taker is likely to succeed. For example, an individual who takes the GATB might discover that he or she already possesses a high aptitude for clerical tasks, but a low aptitude for assembly work. If an individual's interests do not match his or her current strengths, the job counselor can recommend specific courses of vocational training.

Because GATB aptitudes are related to virtually all nonsupervisory positions, thousands of companies and businesses across the country use GATB scores to select qualified individuals for openings. Many employers ask for referrals from local job service centers. These employers might not advertise their openings, but would recruit candidates who have done well on the GATB and whose names have been forwarded by the local employment service office. Thus, if you register for job placement with a local employment office or agency, you may be required to take the GATB.

You may also be required to take the GATB if you apply directly to a company for a particular job or training program. Many union-related apprenticeship programs, such as electrical, carpentry, and plumbing apprenticeships, often use the GATB to screen applicants. Obviously, the better you do on the GATB, the better are your chances to get the job or the training of your choice.

Often a specific occupation requires some, but not all, of the aptitudes tested by the GATB. Thus, over 450 subtests of the GATB, consisting of different combinations of two, three, or four GATB aptitudes, have been developed. These subtests are called Specific Aptitude Test Batteries (SATBs) because they reflect the more specific requirements of different jobs. For example, if you apply for a job for which only Aptitudes G (General Learning Ability), V (Verbal Aptitude), N (Numerical Aptitude), and Q (Clerical Perception) are considered relevant, you would take a SATB consisting only of Test Parts 1 (Name Comparison), 2 (Computation), 3 (Three Dimensional Space), 4 (Vocabulary), and 6 (Arithmetic Reasoning).

How You Take the GATB

There is no specific application form for the GATB. If you register at a local office of the United States Employment Service for either career counseling or job placement, you will fill out a general application for those services. An employment officer will then decide whether or not you are an appropriate candidate to take the GATB. There is no fee for taking the GATB at a job service center. You can find the address and telephone number of your local job service center by looking under the "Department of Labor" heading in the "State Government" section of the telephone book.

If a company or training program requires you to take the GATB as part of its application process, that company or program will notify you of when and where you can take the test.

The entire GATB takes about 2 1/2 hours to administer. The SATBs, because they do not include all twelve test parts, generally take less time. As a test-taker, you should work as quickly as you can through each section, as long as you don't sacrifice accuracy. Even if you work at top speed, however, you may not finish all the questions in each section.

There is a version of the GATB in Spanish, and a version that can be administered to hearing-impaired people. You should contact your local job service center if you need more information about these special versions of the GATB.

How the GATB Is Scored

Cutoff scores have been established for more than seventy different occupational fields, called Work Groups, as well as for each of the individual SATBs. There is no one cut-score that applies to all of the Work Groups or the SATB's, since different jobs require different kinds and levels of aptitude. If you take the GATB as a career-guidance test, your score will be compared to the cutoff scores for the various Work Groups. If you take the GATB or a SATB as a screening test, your score will be compared to the cutoff score for the occupation represented by the job or training program for which you are applying. In both cases, your performance on the test is rated in terms of the letter grades "H," "M," or "L." The United States Employment Service has provided the following interpretations of these grades:

- H—The individual's scores equal or exceed those of workers judged to be satisfactory in the occupations. If also qualified on the basis of factors other than aptitudes, there is a good probability that he or she will do well on the job.
- M—The individual's scores are close to those of workers judged to be satisfactory in the occupations. The chances of doing well on the job are somewhat lower than those of persons in the H category if other factors are equal.
- L—The individual's scores are similar to or below those of workers found to be unsatisfactory in the occupations. The chances of being satisfactory on the job are low and he or she should be considered for other jobs which utilize stronger aptitudes.

Obviously, those with "H" scores have the best chance of being recommended for the jobs they want. That is why it is important to prepare for the GATB by answering practice questions and knowing how to take tests successfully.

How to Use This Book

Before you turn to the Test Practice chapter, you should read Part II, "Techniques of Studying and Test-Taking." This section will give you advice about test-taking that will help you do your best on the GATB and on any other tests you may have to take. You should try to follow the advice, to whatever degree possible, when you work through the practice sections as well as when you go to take the test.

Part III will give you practice for GATB Test Parts 1–8, which are paper-and-pencil tests. GATB Parts 9–12 test coordination and dexterity, and require you to work with certain pieces of apparatus, such as a pegboard. No book can provide sample questions that simulate exactly these parts of the GATB, but the last section of Part III, Dexterity Tests, presents several dexterity tests that will help you on the performance parts of the GATB.

Part IV gives you an inside view of what employers look at, besides test scores, when considering job candidates. If you and several other candidates all have acceptable scores, a superior performance in the interview may give you the edge. Part V will help you prepare for career advancement, and Part VI tells you in what fields the most promising jobs of the future will be found. The GATB can be the beginning of job security and satisfaction, but with the right preparation and attitude, there is no limit to how far you can go.

Good luck!

Part II:

***Techniques of
Studying and
Test-Taking***

TECHNIQUES OF STUDYING AND TEST-TAKING

Although thorough knowledge of the subject matter is the most important factor in succeeding on any exam, the following suggestions could raise your score substantially. These few pointers will give you the strategy employed on tests by those who are most suc-

cessful in this not-so-mysterious art. It's really quite simple. Do things right . . . right from the beginning. Make successful methods a habit. Then you'll get the greatest dividends from the time you invest in this book.

Preparing for an Exam

1. *Budget your time.* Set aside definite hours each day for concentrated study. Adhere closely to this schedule.
2. *Eliminate distractions.* Disturbances caused by family and friends (telephone calls, chit-chat, TV programs, etc.) will work to your disadvantage. Study in a quiet, private room. Better still, use the library.
3. *Answer all the question in this book.* Don't be satisfied merely with the correct answer to each question. Do additional research on the other choices that are given. Broaden your background to be adequately prepared for the "real" exam. It's quite possible that a question on the exam that you are going to take may require you to be familiar with the other choices.
4. *Get the "feel" of the exam.* The sample questions this book contains will give you that "feel." Gestalt (meaning configuration or pattern) psychology stresses that true learning

results in a grasp of the entire situation. Gestaltists also tell us that we learn by "insight." One of the salient facets of this type of learning is that we succeed in "seeing through" a problem as a consequence of experiencing previous similar situations. This book contains hundreds of "similar situations"—as you will discover when you take the actual exam.

5. *Keep physically fit.* You cannot retain information well when you are uncomfortable, headachy, or tense. Physical health promotes mental efficiency. Guarding your health takes into account such factors as:

- Sufficient sleep
- Daily exercise and recreation
- Annual physical examination
- A balanced diet
- Avoidance of eyestrain
- Mental health

How to Take an Exam

1. *Get to the examination room about ten minutes ahead of time.* You'll start better when you are accustomed to the room. If the room is too cold, too warm, or not well ventilated, call these conditions to the attention of the person in charge.

2. *Make sure that you read the instructions carefully.* In many cases, test-takers lose credits because they misread some important point in the given directions—example: the *incorrect* choice instead of the *correct* choice.

3. *Be confident.* Statistics conclusively show that success is likely when you have prepared faithfully. It is important to know that you are not expected to answer every question correctly. The questions usually have a range of difficulty and differentiate between several levels of skill.

4. *Skip hard questions and go back later.* It is a good idea to make a mark on the question sheet next to all questions you cannot answer easily and to go back to those questions later. First answer the questions you are sure about. Do not panic if you cannot answer a question. Go on and answer the questions you know. Usually the easier questions are presented at the beginning of the exam and the questions become gradually more difficult.

If you do skip ahead on the exam, be sure to skip ahead on your answer sheet as well. A good technique is to periodically check the number of the question on the answer sheet with the number of the question on the test. You should do this every time you decide to skip a question. If you fail to skip the corresponding answer blank for that question, all of your following answers will be wrong.

5. *Mark the answer sheet clearly.* When you take the examination, you will probably mark your answers to the multiple-choice questions on a separate answer sheet that will be given to you at the test center. If you have not worked with an answer sheet before, it is in your best interest to become familiar with the procedures involved. Remember, knowing the correct answer is not enough! If you do not mark the answer sheet correctly, you will not get credit for your answers!

In addition to marking answers on the separate answer sheet, you might also be asked to give your name and other information, including your social security number. As a precaution bring along your social security number for identification purposes.

Read the directions carefully and follow them exactly. If they ask you to print your name in the boxes provided, write only one letter in each box. If your name is longer than the number of boxes provided, omit the letters that do not fit. Remember, you are writing for a machine; it does not make judgments. It can only record the marks you make on the answer sheet.

Use the answer sheet to record all your answers. Each question, or item, has four or five answer choices labeled (A), (B), (C), (D), (E). You will be asked to choose the letter for the alternative that best answers each question. Then you will be asked to mark your answer by blackening the appropriate space on your answer sheet. Be sure that each space you choose and blacken with your pencil is *completely* blackened. If you change your mind about an answer, or mark the wrong space, you must erase the wrong answer. Erase as thoroughly and neatly as possible. The machine will "read" your answers in terms of spaces blackened. Make sure that only one answer per question is clearly blackened. If you erase an answer, erase it completely and mark your new answer clearly. The machine will give credit only for clearly marked answers.

Make sure that the number of the question you are being asked on the question sheet corresponds to the number of the question you are answering on the answer sheet. It is a good idea to check the numbers of questions and answers frequently. If you decide to skip a question, but fail to skip the corresponding answer blank for that question, all your answers after that will be wrong.

6. *Read each question carefully.* The exam questions are not designed to trick you through misleading or ambiguous alternative choices. On the other hand, they are not all direct questions on factual information. Some

are designed to elicit responses that reveal your ability to reason or to interpret a fact or idea. It's up to you to read each question carefully so you know what is being asked. The exam authors have tried to make the questions clear. Do not go too far astray in looking for hidden meanings.

7. *Don't answer too quickly.* The multiple-choice questions that you will meet are not superficial exercises. They are designed to test not only rote recall, but also understanding and insight. Watch for deceptive choices. Do not place too much emphasis on speed. The

time element is a factor, but it is not all-important. Accuracy should not be sacrificed for speed.

8. *Materials and conduct at the test center.* Come prepared. Bring with you to the test center your admission form, your social security number, and several No. 2 pencils with erasers. Arrive on time as you may not be admitted after testing has begun. Do not give or receive assistance while taking the exams. If you do, you may be asked to turn in all test materials and told to leave the room. In such a case, your test may not be scored.

Part III:

Practice Tests for the

GATB